Edmonton Catholic Schools is now accepting applications for the position of

SECRETARY TO THE BOARD OF TRUSTEES
(Existing Position)

Edmonton Catholic Schools is a large urban school district whose mission is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another. The District is comprised of over 40,000 students and 3,500 employees in 89 schools and other sites.

Edmonton Catholic Schools requires a Secretary to the Board of Trustees to assist the supervisor in the day-to-day operations of the office and provide support to the Superintendent as needed. The key responsibility of the job is providing a range of administrative support to the Board of Trustees. The job has impact both within the District and with external stakeholders.

This is a permanent, full-time, Out of Scope, Level 3, position with a salary range of $55,344.00 - $69,191.00 to commence as soon as possible.

Primary Duties and Responsibilities:
- Assist the supervisor in day-to-day administrative operations;
- Handle material of a highly confidential nature, as well as respond to various kinds of correspondence;
- Arrange meetings;
- Maintain and monitor the board’s budget and expenditures;
- Coordinate activities relating to trustee elections in accordance with the Local Authorities Election Act and Alberta School Act.

Qualifications:
- Diploma in an area related to office administration, plus five years of directly related experience preferably working within the public sector;
- Knowledge of parliamentary procedures and governance principles and practices is an asset;
- Knowledge of Microsoft Office and associated software programs including word processing, desktop publishing and databases;
- Knowledge of financial policies and procedures, electronic financial systems and an understanding of basic accounting principles;
- Exceptional interpersonal skills and the ability to build and maintain rapport and trust with educators and elected officials and to communicate with sensitivity, diplomacy and tact are essential;
- Strong organizational and time management skills and the ability to balance conflicting priorities in a fast-paced dynamic environment.

A complete job description is shown below.

For further information on this job opportunity, please contact Andrea Klotz at andrea.klotz@ecsd.net.

Please email a letter of interest and resume by 9:00 a.m., Tuesday, October 13, 2015 to:

Corinne King, Manager, Staffing
Human Resource Services
resumes@ecsd.net

Prior to employment, successful candidates will be required to submit Police Information Check and Intervention Record Check documents.

We thank all candidates for their interest. Only applicants considered for the position will be contacted.
Out of Scope Job Description

JOB IDENTIFICATION:

<table>
<thead>
<tr>
<th>Incumbent:</th>
<th>Working Title: Secretary to the Board of Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Classification Level: 3</td>
<td>Requested Classification Level:</td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Supervisor’s Working Title: Corporate Secretary</td>
</tr>
<tr>
<td>Location: Catholic Education Services</td>
<td>Department/Program: Corporate Services/Board of Trustees</td>
</tr>
</tbody>
</table>

PRIMARY FOCUS/OVERALL ACCOUNTABILITY: Provide a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

The job assists the supervisor in the day-to-day operations of the office and provides support to the Superintendent as needed. The key responsibility of the job is providing a range of administrative support to the Board of Trustees including: note-taking, transcribing minutes, preparing agendas, word processing of reports, speeches, tables, letters and memos, handling records management, scheduling appointments, arranging meetings and booking venues.

The job has impact both within the district and with external stakeholders.

JOB RESPONSIBILITIES AND ACTIVITIES: Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

1. **Office Administration**
   - Assist supervisor in day-to-day administrative operations
   - Handle material of a highly confidential nature, as well as respond to various kinds of correspondence
   - Develop and maintain the filing system in accordance with district policies and FOIPP Legislation
   - Post, maintain and remove information on the Board’s portal and shared drives
   - Respond to enquiries and provides information relating to the Board Office
   - Participate in the planning and implementation of special events
   - Develop materials and resources for special events

2. **Board of Trustees Support**
   - Produce executive communications and correspondences such as letters, memos and speeches
   - Copy and distribute reports, plans and general information to internal and external client groups
   - Distribute mail and arrange for delivery of material through courier services
   - Set-up Trustee meetings and act as recorder at the meetings
   - Maintain and monitor the board’s budget and expenditures
   - Review, code and process expenditures including expense claims and invoices
   - Organize Board-hosted special events
   - Book events and register individuals for events and professional development activities

3. **Public Meetings**
   - Ensure technical equipment and assistance are available to tape and record proceedings
   - Electronically record all motions and assist with webcasting of meetings
   - Transcribe meeting tapes

4. **Communications and Community Relations**
   - Assist the Superintendent in advocacy initiatives
   - Participate in community affairs to enhance and support the District’s mission
   - Provide executive communications and written material including letters, memos, speeches and promotional items

Updated October 1, 2015
Out of Scope Job Description

**JOB RESPONSIBILITIES AND ACTIVITIES:** Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

5. **Superintendent Support**
   - Provide cover-off during staff absences and assist with peak periods and balancing workloads
   - Produce a range of written material such as letters, memos and reports
   - Participate in staff meetings and provide input into planning activities

6. **School Council Support**
   - Collect and maintain up-to-date records of School Council Chairs
   - Call for and collect annual reports as required by Alberta Education regulations

7. **Municipal Election**
   - Coordinate activities relating to trustee elections in accordance with the Local Authorities Election Act and Alberta School Act
   - Assist trustees as needed during the transition period

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; assistance available; and any problems or decisions that must be referred to a supervisor for resolution or approval

Challenging or sensitive inquiries may be made to this person. Professional manner and tact is very important when dealing with these issues. Written material could be detailed, lengthy and complicated requiring complete accuracy and attention to detail. The job works independently; however complex issues or problems may be referred to the supervisor for resolution or advice.

**ORGANIZATIONAL DATA:** Identify any measurable areas upon which the job has either direct or indirect impact. Measures that may be included are: number of staff supervised, annual operating budget, number and size of projects, clients served or any other significant values. Include examples that indicate the “size” of the job. Attach a complete Organization Chart that includes supervisor, peers, direct reports and staff.

The job has district-wide impact and indirectly impacts a large group of stakeholders. The job provides a range of administrative services for six of the trustees while the supervisor generally focuses on the Chair. The board hosts a range of special events and celebrations such as Annual Board Awards, Volunteer Appreciation Evening and Employee Retirement functions.

**REPORTING RELATIONSHIPS:** Identify the jobs and the number of incumbents within each job that report directly to you. Provide a brief summary of each subordinate job’s purpose.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Responsibilities</th>
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</table>

**CONTACTS:** Identify internal and/or external contacts such as co-workers, clients, stakeholders and partners. Indicate the nature and purpose of contact (i.e. to deliver information, present data, negotiate contracts, etc.) and frequency (daily, weekly, monthly etc.).

<table>
<thead>
<tr>
<th>Contact</th>
<th>Nature and Purpose</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant superintendents, managers and principals</td>
<td>To provide and obtain information</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>To follow-up on requests and resolve problems</td>
<td></td>
</tr>
<tr>
<td>District staff</td>
<td>To provide and obtain information</td>
<td>Weekly</td>
</tr>
<tr>
<td></td>
<td>To interpret policies and provide guidance on board governance matters</td>
<td></td>
</tr>
<tr>
<td>Financial Services</td>
<td>To provide and obtain information</td>
<td>As needed</td>
</tr>
<tr>
<td></td>
<td>To resolve problems related to Trustees’ expense claims and payments</td>
<td></td>
</tr>
<tr>
<td>Provincial government agencies</td>
<td>To provide and obtain information</td>
<td>As needed</td>
</tr>
<tr>
<td></td>
<td>To follow-up on requests and resolve problems</td>
<td></td>
</tr>
</tbody>
</table>

Updated October 1, 2015
Out of Scope Job Description

<table>
<thead>
<tr>
<th>Municipal government</th>
<th>To provide and obtain information</th>
<th>As needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>To follow-up on requests and resolve problems</td>
<td></td>
<td></td>
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<tr>
<td>To coordinate activities following an election</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General public</td>
<td>To provide information and respond to enquiries</td>
<td>As needed</td>
</tr>
</tbody>
</table>

Job Qualifications: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. Outline specific training that is needed to do the work and any occupational certification/registration required for the job. Include a list of competencies (skills and abilities) critical in performing the job.

### Knowledge and Experience

- Diploma in an area related to office administration, plus five years of directly related experience preferably working within the public sector
- Knowledge of parliamentary procedures and governance principles and practices
- Knowledge of records management principles and Freedom of Information and Protection of Privacy (FOIPP) Legislation
- Knowledge of Microsoft Office and associated software programs including word processing, desktop publishing and databases
- Knowledge of project management principles, financial services policies and procedures, electronic financial systems and an understanding of basic accounting principles
- Understanding of Local Authorities Election Act, Alberta School Act and publicly funded governance principles in a Catholic faith-based environment
- General knowledge of the district’s operations and business and knowledge of the department’s goal, objectives and vision
- Understanding of the District’s mission and vision in a faith-based environment

### Competencies

- Strong written and oral communication skills
- Strong facilitation, consultation and presentation skills and the ability to speak to large and varied audiences
- Exceptional interpersonal skills and the ability to build and maintain rapport and trust with educators and elected officials and to communicate with sensitivity, diplomacy and tact are essential.
- Strong organizational and time management skills and the ability to balance the conflicting priorities in a fast-paced dynamic environment
- Strong needs assessment and problem solving skills.
- Attention to detail and the ability to work with numbers
- Ability to work independently in order to carry assignments to completion
- Ability to work closely and co-operatively with others

Organizational Chart
Out of Scope Job Description

Signatures

The signatures below indicate that the incumbent, supervisor and principal/director have read, discussed, and agreed that the information accurately reflects the work assigned.

Incumbent

Name ___________________________ Signature ___________________________ Date ___________________________

Supervisor

Name ___________________________ Signature ___________________________ Date ___________________________

Superintendent

Name ___________________________ Signature ___________________________ Date ___________________________

This information is being collected under the authority of Board Governance Policy EL# 5 relating to Freedom of Information and Protection of Privacy (FOIP) Act and will be used to allocate positions within a classification plan and to manage the Edmonton Catholic School District’s human resources program. If you have any questions about the collection of this information, contact the Assistant Superintendent, Human Resource Services 780 441-6061.